

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes – September 26, 2013

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: September 26, 2013 **TIME:** 7:30 a.m. **LOCATION:** Room 2550, County Courthouse

COMMITTEE CHAIR: Dave Duax

RECORDER: Angie Harmon

Commission Members Present:

City Council: Dave Duax, Kerry Kincaid, Eric Larsen

County Board: Colleen Bates, Gregg Moore, Gerald Wilkie

School Board: Carol Craig, Kathryn Duax, Chris Hambuch Boyle

Staff Present: Tom McCarty, Dale Peters, Matt Janiak, Peter Strand, Tom Hurley, John Genskow, Tom Berg, Linda DesForge, and Angie Harmon

Staff Absent: Russ Van Gompel and Mary Ann Hardebeck

AGENDA ITEM #1: Call to Order.

Commission Chair Dave Duax called the meeting to order at 7:35 a.m.

AGENDA ITEM #2: Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of August 8, 2013.

ACTION: Colleen Bates made a motion to approve the minutes after a couple of minor corrections are made. Gerald Wilkie seconded the motion and the motion carried.

AGENDA ITEM #3: Update on the Texas A & M Engineering Extension Training for Elected Officials.

Handouts: *Email from Tom Hurley, WI Emergency Management course description , and a list of course offerings from Texas A & M*

Tom Hurley, Emergency Management Coordinator, discussed the options available for elected official incident command trainings.

Option 1 – Have the Texas A & M TEXP trainers come to Eau Claire to provide at no cost, a 4-6 hour course; MGT312 Senior Officials Workshop for All Hazard Preparedness

Option 2 – Review the role of elected officials in an emergency and also perform a table top exercise which would include fire, law enforcement, elected officials, and other area representative. This option is also available at no cost.

Option 3 – TEXP's representatives come to Eau Claire for a 4 hour course incident command training for elected officials.

Option 4 – Have an Emergency Management for Elected Officials similar to what has been done in the past.

ACTION: A motion was made by Gregg Moore to participate in the Texas A&M TEXP course MGT312 sometime in January 2014. Kathy Duax seconded the motion and the motion carried.

Tom Hurley will contact TEXP to find out availability and will provide more information at a future meeting. The preferred date for an event would be sometime in January 2014.

AGENDA ITEM #4: Report on the status of the Joint Health Care Insurance Study. (Dale Peters)

Handout: Shared Health Insurance Initiative Update

The workgroup continues to collect a large amount of information and data for the continued collaboration to move forward to a joint health care RFP between the City, County, and EC Area School District. The workgroup is working with a consulting company (CBIZ) compiling more data and collecting insurance claim information to provide more specific data. Dale was also happy to report that all three entities have seen a large amount of participation in their respective wellness programs.

AGENDA ITEM #5: Report and recommendation on the Combined Land Records Management/GIS Initiative for the City of Eau Claire and Eau Claire County.

Handout: JCSSI Combined Land Records Management County/City Workgroup Recommendations

Matt, John, Tom and Peter were at the meeting to discuss the workgroups recommendations for a combined GIS map and land records management system to serve as one system for both the city and county to maintain, reducing the current amount of duplication. The members discussed what would be the required action steps needed for implementation over the next 6 months. At the next meeting the workgroup will bring back the action steps needed to move forward.

ACTION: A motion was made by Colleen Bates to move forward to formalizing the agreements between the three entities and establishing guidelines and standards, to be brought to the next meeting. Chris Hambuch Boyle seconded the motion and the motion carried.

AGENDA ITEM #6: Review of matrix for Joint Commission on Shared Services proposed projects for 2014-2016 work plan.

The members discussed other projects listed on the service optimization report, and it was decided to hold a work session in the future to discuss what items can be part of the work plan for 2014-2016. The date for the work session will be determined at the November meeting.

AGENDA ITEM #7: Discussion of the updated joint Commission on Shared Services Dashboard Report for current projects.

Handout: JCSSI Priority Projects Dashboard

Tom McCarty provided the members with an updated dashboard report of the current projects that are being worked on. It was suggested to add an implementation line below the green "development" line to visually show progress during the next phase.

AGENDA ITEM #8: Discussion of consideration of a county assessment system.

Handout: Wisconsin Assessment Model

Currently, assessments are completed by each jurisdiction by private assessment companies. The state determines district total value & district tax burden. The municipalities maintain equalization on assessments. This item could possibly be added to the matrix as part of the commissions' service optimization plan for 2014-2016.

AGENDA ITEM #9: Discussion on the ESASD School Nursing Program.		
This agenda item will be postponed until the November meeting.		
AGENDA ITEM #10: Discussion and report from the three administrators on various needs.		
Tom mentioned the ICMA conference he attended in Boston, and discussed citizen engagement and the continued collaboration between units of government. Russ and Mary Ann were absent.		
AGENDA ITEM #11: Discussion of future agenda items and future meeting dates.		
-Annual Report resolution - Combined Land Records Management/GIS Initiative for the City of Eau Claire and Eau Claire County -2014 Meeting Dates, 3 rd Thursday on odd numbered months -2014 work session date for 2014-2016 work plan		
AGENDA ITEM #12: Adjournment.		
ACTION: Gregg Moore made a motion to adjourn the meeting. The motion was seconded by Eric Larsen and passed unanimously. The Commission meeting adjourned at 9:40 a.m.		
FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, November 21	7:30 a.m.	North Conference Room, City Hall
Thursday, January 16	7:30 a.m.	Courthouse, Room 2550